

## TECHNICAL BULLETIN

**AMATEUR HOCKEY ASSOCIATION OF ILLINOIS  
ILLINOIS ASSOCIATIONS  
USA Hockey Registry  
2016-17 SEASON**

**AHAI Registrar**

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### USA HOCKEY AND AHAI AFFILIATE FEES

#### Individual Membership Registration

**PLEASE BE AWARE THAT ONLINE REGISTRATION IS MANDATORY FOR ALL MEMBERS FOR THE 2016-17 SEASON. THIS INCLUDES YOUTH, ADULTS MANAGERS AND COACHES.**

**THE INDIVIDUAL MEMBERSHIP FEE FOR ALL MEMBERS IS \$53. MEMBERS UNDER THE AGE OF 6 ARE FREE.**

The **USA Hockey Waiver of Liability** is completed during online registration; copies of Waivers are **NOT** required for members when they are registering online.

- Members should print a receipt with confirmation number and turn it in to the Registrar of their local program or submit the number through the program's website if applicable.
- Once the Registrar receives the confirmation number(s), they should access their 2016-17 Registry and select Registration.
- Duplicate confirmation numbers are available on the USAH Web site. You will need the member name, DOB, and zip Code to obtain the confirmation number.
- Select appropriate member type and scan or type the confirmation number for all participants being registered. A file listing member type and confirmation number can also be imported. NOTE- you must spell out the member type. For example, you must spell out the word COACH. You cannot use only the letter C in the file that you import.
- Click Submit Member List. All data the participant entered during the online registration process will be sent to your Registry completing the registration process and allowing that participant to be placed on a roster.

**Before you begin to create your teams in your Registry, it is very important that you read the User's Guides developed by AHAI specific to Team Registration and use of the AHAI Webtool.**

**NOTE:** For information on the following topics, refer to the Important Information Document accessible from the home screen of your Registry:

- **SafeSport online training program**
- **Manager/Volunteer Registration**
- **Non-US Citizen Player requirements**
- **Date of Birth and Citizenship verification**
- **Number of Players per Team**
- **Invitational Tournament requirements**

**NOTE:** Screening is noted in the AHAI webtool. You will not find screening information in the USAH Registry.

**New for 2016-17:**

**Programs and Philosophies of USA Hockey: a new category – Flex Hockey**

**Flex Hockey** -- This program is designed to provide opportunities to play for enjoyment, fitness, relaxation and fellowship. The focus is on creating a fun, safe environment where participants can be active in the sport of hockey with flexible participation commitment and varied playing formats and varied playing rules.

Flex Hockey programs are no-check; ages can be mixed. There is not a limit to the number of players that can be on a Flex team. You must capture the registration for all the players participating in a flex program. Your Registry will allow you to identify Flex Program players on the Personnel screen – click on Edit Player in the upper left. You can then create a Report of Flex participants.

You must create a team in the USAH Registry for these participants. Submit the team to USAH, and then send the team to the AHAI webtool. Your roster will remain uncertified in the AHAI webtool.

**New Age Classifications (effective for the 2016-17 season):**

**Fifteen (15) (Tier I National Bound Teams only)**

Note: The 15-year-old age category shall be for the Tier I Youth level only and shall be limited to players age 15 (as defined in the age classification chart for the current season). This season this is limited to 2001 birth years. Players that are not age 15 in the current season shall not be permitted to play at the 15-year-old age classification under any circumstances.

**Disabled Hockey – new:**

Blind / Visually Impaired (all ages)

Warrior Hockey (veterans with a disability playing upright)

**New for 2016-17:**

- For all Tier I and Tier II teams (Youth and Girls) at age levels that have National Tournaments, there will be a box to check if the team is National Tournament-bound. The approved Roster will reflect this selection.
- Non-US players who do not have a current and valid written transfer on file at USAH will appear greyed out when added to the USAH roster. All non-US citizens must have an approved Written Transfer from USAH prior to any participation with the team. Written Transfer Forms are available under FORMS in the USAH Registry. If you believe that the player has a valid written transfer on file, contact [transfers@usahockey.org](mailto:transfers@usahockey.org) to resolve the discrepancy.
- The team history for the past 2 seasons is included in the member profile in the USAH Registry.

**Team Registration and Official Team Rosters**

You will use your USAH Registry as the first step to create and register your teams.

Once you have created your teams, team registration including creating the Official USAH Roster will be completed online by using the AHAI Web Tool. Please see the AHAI Registration

User Guide for complete information on team registration and how to create your official USAH roster.

You will receive a information for the 201617 AHAI Webtool from the AHAI Registrar. Please contact the AHAI Registrar at [registrar@ahai2.org](mailto:registrar@ahai2.org) if you have questions about the USAH Registration or AHAI Webtool programs.

### **Reports**

Your Registry provides a number of Reports that you can create from your membership data. You can also create a Custom Report pulling any fields that you define for the Report. Click on the 'Create Custom Report' button on the right of the screen.

### **Forms**

There are a number of Forms available through your Registry including the Participant Accident Claim Form. Click on Forms to access. Before you sign a claim form for USA Hockey, make sure that the participant is properly registered with your association.